



Olive View-UCLA Medical Center
Nurse Manager
Ambulatory Care Clinics – Specialty Services

Seeking a qualified Registered Nurse to assume 24/7 responsibilities for activities in the Ambulatory Care Clinics

Reports directly to Clinical Nursing Director

PRIMARY JOB DUTIES:

- 24-hour responsibility for supervision of clinical personnel
- Day to day coordination of and quality of clinical nursing care
- Evaluate staffing based on patient care needs and employee competencies.
- Supervise unit nursing staff and quality of care for patients.
- Supervise and maintain procurement of equipment and supplies
- Interpret, communicate and enforce hospital and nursing policies and standards of practice.
- Formally evaluate employee performance.
- Serves as clinical resource for Ambulatory Care Nursing Service
- Develop staff to meet the Mission and Vision of the facility as well as the needs of the unit and patient.
- Assess and monitor staff compliance of standards of care, standards of practice, Title XXII and Joint Commission Standards.
- Budget preparation (Staff and equipment)

QUALIFICATIONS:

- A License to practice as a Registered Nurse issued by the California Board of Registered Nursing
- Two years experience as a supervising registered nurse. Must have two years' experience as a registered nurse within the last five years
- Current and reachable on the Nurse Manager certification list or currently hold the item of Nurse Manager

Interested Applicants please Submit a copy of your resume, performance evaluation and your attendance documentation for the past two years to:

Nurse Recruitment and Retention Center
14445 Olive View Dr.
Sylmar, CA 91342
(818) 364-3317
(818) 364-3326

WILL REMAIN OPEN UNTIL THE NEEDS OF THE SERVICE ARE MET
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This is not an official examination bulletin